

SUMMARY	
Rows in top table are self-explanatory	
Note that Ending Cash on Hand equals Beginning Cash on Hand for next year	
Number of Customer Accounts	Use most recent system data or expected increases.
Ave Annual User Charge per Customer Account	
Coverage Ratio (3T-8T)/9T	Measure of the sufficiency of net operating profit to cover the debt service requirements of the system. A bond covenant might require this to meet or exceed certain limits (e.g. 1.25)
Operating Ratio (1T/8T)	Measure of whether operating revenues are sufficient to cover OM&R expenses. An operating ratio of 1.0 is the bare minimum for a self-supporting facility. With debt service requirements, the operating ratio would have to be higher.
WORKSHEET 1	
1. Cash Receipts:	
a. Unmetered Water Revenue	All cash received/estimated for water supplied to residential, commercial, industrial and public customers where the customer charge is not based on quantity, i.e., its based on diameter of service pipe, room, foot of frontage or other type units.
b. Metered Water Revenue	All cash received/estimated for water supplied to residential, commercial, industrial and public customers where the charge is based on quantity of water delivered.
c. Other Water Revenue	Other cash received/estimated from sale of water, e.g., sales for irrigation, sales for resale, inter-municipal sales, advalorem taxes (OM&R portion) etc.
1.T Total Water Revenues (1a thru 1c)	Self-explanatory
2. Cash Receipts from Other Income:	
a. Connection Fees	All cash received/estimated for connection of customer service during the year.
b. Interest and Dividend Income	All cash received/estimated on interest income from securities, loans, notes, etc., whether the securities are carried as investments or included in sinking or reserve accounts.

c. Other Income	Other revenues collected/estimated during the period (e.g., disconnection or change in service fees, profit on materials billed to customers, servicing of customer lines, late payment fees, rents, sales of assets, advalorem taxes (infrastructure portion) etc.).
2.T Total Other Income (2a thru 2c)	
3.T Total Cash Revenues (1T + 2T)	Self-explanatory
4. Other Cash Receipts	
a. Transfers in/Additional Rev Needed	Includes transfers from other funds within the municipality or can be used as a "plug" figure when determining the additional cash needed to cover cash needs.
b. Loans, Grants or other Cash Injection	Includes loans or grants from financial institutions, inter-municipal loans, state or federal sources.
4.T Total Other Cash Receipts (4a thru 4b)	Self-explanatory
5.T Total Cash Receipts (3T + 4T)	Self-explanatory
WORKSHEET 2	
6. Operating Expenses	Use actual amounts paid when completing the prior year. Estimate the amounts for projected years based on prior year amounts, trends and other known variables (including those related to needs identified in the self-assessment).
a. Salaries and wages	Cash expenditures made/estimated for salaries, bonuses and other consideration for work related to the O&M of the facility, including administration, and compensation for officers, directors, etc.
b. Employee Pensions and Benefits	Paid vacations, paid sick leave, health insurance, unemployment insurance, pension plan, etc.
c. Purchased Water	Amounts paid/estimated for cost of water purchased for resale.
d. Purchased Power	Amounts paid/estimated for all electrical power for the utility.
e. Fuel for Power Production	Amounts paid/estimated for fuel purchased for the production of power to operate pumps, etc.
f. Chemicals	Amounts paid/estimated for chemicals used in the treatment and distribution.
g. Materials and Supplies	Amounts paid/estimated for materials and supplies used for O&M of the PWS other than those under contractual services.
h. Contractual Services - Engineering	Amounts paid/estimated to outside engineers to perform ongoing engineering work for the facility.

i. Contractual Services - Other	Amounts paid/estimated for costs of outside accounting, legal, managerial, and other services.
j. Rental of Equipment/Real Property	Amounts paid/estimated for costs associated w/the rental of equipment, buildings and real property.
k. Transpiration Expenses	Amounts paid/estimated for automobile, truck, equipment, and other vehicle use and maintenance.
l. Laboratory	Self-explanatory
m. Insurance	Amounts paid/estimated for vehicle, liability, workers' compensation and other insurance.
n. Regulatory Commission Expenses	Amounts paid/estimated for rate cases and other activities with a regulatory commission
o. Advertising	Amounts paid/estimated for informational, instructional and other advertising.
p. Miscellaneous	Amounts paid/estimated for all expenses not included elsewhere (e.g. permit fees, training, etc.).
q. Other	
6.T Total Cash Operating Expenses	Total of lines 6a thru 6q
7.T Total Replacement Expenditures	Amounts paid/estimated for replacement of equipment to maintain system integrity.
8.T Total OM&R Expenditures (6T + 7T)	
WORKSHEET 3	
9. Debt Service	
a. Capital Lease Payments	Include cash payments made/estimated for leased/rented vehicles and equipment and capital lease payments.
b. Loan Principal Repayments	Include cash payments made/estimated for principal on all loans, including vehicle and equipment purchases on time payments.
c. Loan Interest Payments	Self-explanatory
d. Transfers Out	Include cash transfers made/estimated to funds or entities outside the PWS.
9.T. Total Debt Service/Transfers Out	Total of lines 9a thru 9d

WORKSHEET 4	
10. Capital Purchases (specify):	Amount of cash outlays/estimates for items such as equipment, building, vehicle purchases, and leasehold improvements that were not a part of the initial design of the PWS infrastructure.
10.T Total Capital Purchases	
WORKSHEET 5	
11. End of Year Reserves:	Do not include depreciation as a reserve unless there is actually a "depreciation" reserve that has cash set-aside for future expansion.
a. Debt Service Reserve	Funds specifically set-aside to meet debt service requirements or requirements set forth in a loan covenant/bond indenture.
b. Bond Retirement Reserve	Funds specifically set aside to retire debt as it is scheduled.
c. Capital Improvement Reserve	Funds specifically set aside to meet long-term objectives for major facility expansion, improvement and/or the construction of a new facility.
d. Replacement Reserve	Funds specifically set aside for the future replacement of equipment needed to maintain the integrity of the facility over its useful life.
e. Other	
11.T Total Reserves	Total of lines 11a thru 11e